

REQUEST FOR RECORDS RETENTION SCHEDULE  
To be submitted to the Records Management Division  
Hall of Records Commission

1. Requesting Agency: DEPARTMENT OF EDUCATION  
2. Division or Bureau of Requesting Agency: VOCATIONAL REHABILITATION

3. Authorization Requested (Check only one of the squares below).

- A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. DIRECTOR'S GENERAL FILE (REHABILITATION CORRESPONDENCE)

Size: 8 1/2" x 11"  
 Dates: 1951 - -  
 Quantity: 3 drawers (5 cubic feet)  
 File Arrangement: Alphabetical by name or subject  
 Annual Accumulation: 1 cubic foot (est.)  
 Disposable Amount: 2 cubic feet (est.)

The Director plans and directs the Statewide program of rehabilitation and sees that all phases of the Division's work are coordinated with related activities throughout the State. The Director's General File pertains to the general administration of the Division's rehabilitation program. The file includes the following general categories of material which are filed in three separate, closely related groups as specified below:

Rehabilitation Correspondence - with institutions, State agencies and other groups concerned with the rehabilitation program. Besides correspondence the file contains copies of transmittals covering expenditures in connection with the activities of the Governor's Committee to Employ the Handicapped; personnel records--e.g. applications for employment; and records relating to the Director's public relations and promotional activities.

Correspondence with Federal and district offices - Besides correspondence the file contains quarterly financial reports, records relating to salary administration,

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7. Agency, Division or Bureau Representative

*[Signature]* Assistant State Superintendent May 22, 1959  
 Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

6/2/1959 *[Signature]* JUN 9 1959  
 Date Archivist Date Secretary

TEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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regulations on the general administration of the rehabilitation program, budget workpapers

Records relating to the Director's participation in committees and conferences on education and rehabilitation.

- A. RECOMMENDATION: RETAIN PERMANENTLY SUMMARY REPORTS AND RECORDS WHICH RELATE TO THE ESTABLISHMENT OF PROGRAMS AND POLICIES.
- B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL FOR THREE YEARS AND THEN DESTROY.

2. CORRESPONDENCE - SUPERVISOR OF CASE SERVICES

Size: 8½" x 11"  
 Dates: 1954 - -  
 Quantity: 1½ drawers (3 cubic feet)  
 File Arrangement: Alphabetical by name or subject  
 Annual Accumulation: 1 cubic foot (est.)

This file pertains to the supervision of local rehabilitation supervisors and the general administration of the rehabilitation case service program. Specific records filed include: annual counsellors' summaries of case closures; memos directed to central office and district staff; general correspondence; lists of OASI referrals; district reports on clients' changes in status.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

3. MASTER LISTS OF REHABILITATION CASES (DISTRICT OFFICE SUMMARIES)

Size: 8½" x 11"  
 Dates: 1948 - -  
 Quantity: ½ drawer (1 cubic foot)  
 Annual Accumulation: Less than ½ cubic foot

District offices prepare master lists of clients receiving services during any one year. The clients receiving services from a particular counsellor are listed by name and stage code number (an indication of how far along the client has progressed in his rehabilitation). The lists are the Division's only record of the case loads carried by a particular counsellor.

RECOMMENDATION: RETAIN PERMANENTLY.

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 JUN 9 1959  
*Andrew H. ...*  
 SECRETARY

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**4. REPORT AND OPERATING FILE - SUPERVISOR OF CASE SERVICES**

Size: 8 $\frac{1}{2}$ " x 11"  
 Dates: 1945 - -  
 Quantity: 7 drawers (10.5 cubic feet)  
 File Arrangement: Alphabetical by name or subject  
 Annual Accumulation: 1 cubic foot (est.)  
 Disposable Amount: 3 cubic feet (est.)

This is the Supervisor's administrative and report file containing the following types of records: general correspondence, rehabilitation lists, publications collected for reference purposes, staff memos, statistical reports, budget workpapers, annual report workpapers; records relating to rehabilitation processes, procedures, and systems; OASI program records and copies of agreements; records relating to the Supervisor's participation in the activities of the National Rehabilitation Association; and operating reports--e.g. monthly referral and case load, workload, and county flow sheet reports.

- A. RECOMMENDATION: RETAIN PERMANENTLY SUMMARY REPORTS AND RECORDS RELATING TO ESTABLISHMENT OF REHABILITATION SYSTEMS AND PROCEDURES
- B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL FOR THREE YEARS AND THEN DESTROY.

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JUN 9 1959

*Andrew H. ...*  
 SECRETARY